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Committee on Conferences
Substantive session of 1999

Agenda and programme of work for 1999

The agenda for the substantive session of 1999 of the Committee on Conferences was approved by the Committee at its organizational session, on 21 April 1999, on the basis of a draft agenda proposed by the Secretariat in document A/AC.172/1999/L.1. The approved agenda for the substantive session of 1999 is accordingly issued in the present document, together with annotations regarding the documentation for the Committee's consideration in 1999.

Agenda for the substantive session of 1999

1. Adoption of the agenda and other organizational matters.
2. Calendar of conferences and meetings:
   - (a) Adoption of the draft biennial calendar of conferences and meetings for 2000–2001;
   - (b) Improved utilization of conference-servicing resources:
     - (i) Meeting statistics of United Nations organs;
     - (ii) Consultations with bodies concerning utilization of the conference services available to them;
     - (iii) Provision of interpretation services to meetings of regional and other major groupings of Member States;
     - (iv) Cost-accounting system for conference services;
     - (v) Subsidiary bodies authorized to meet away from their established headquarters in accordance with section I, paragraph 4, of General Assembly resolution 40/243;
     - (vi) Improved utilization of conference facilities at the United Nations Office at Nairobi;
     - (vii) Improved coordination of conference services;

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(c) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243;

(d) Consideration of the draft biennial calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 2000–2001.

3. Control and limitation of documentation:

(a) Review of the late issuance of documentation; study on relationship between late issuance of documentation and low utilization of conference services; detailed data on reasons for delays and analysis of additional costs/financial implications of late submission;

(b) Provision of written meeting records to subsidiary organs of the General Assembly;

(c) Translation-related matters;

(d) Continuous development, maintenance and enrichment of United Nations Web sites.

4. Review of the proposed programme budget for the biennium 2000–2001, Department of General Assembly Affairs and Conference Services:

Analysis of problems related to career development in language services and review of vacancy rates in language services at some duty stations.

5. Other business.

6. Adoption of the report.

Annotations

1. *Adoption of the agenda and other organizational matters*

2. *Calendar of conferences and meetings*:

(a) *Adoption of the draft biennial calendar of conferences and meetings for 2000–2001*

A draft biennial calendar for the biennium 2000–2001 will be submitted to the Committee by the Secretariat.

(b) *Improved utilization of conference-servicing resources*:

(i) *Meeting statistics of United Nations organs*

This sub-item will be taken up on the basis of a written report containing statistics on a core sample of bodies.

(ii) *Consultations with bodies concerning utilization of conference services available to them*

An oral report will be presented by the Secretariat and copies provided to all members.

(iii) *Provision of interpretation services to meetings of regional and other major groupings of Member States*

The Secretariat will provide a written report on the matter.

(iv) *Cost accounting system for conference services*

Since the preparation of the report requested would involve extensive consultation with and assistance from the Office of Programme Planning, Budget and Accounts and perhaps external consultants, it is not possible at this time to indicate when the Secretariat would be in a position to produce it.

(v) *Subsidiary bodies authorized to meet away from their established headquarters in accordance with section I, paragraph 4, of General Assembly resolution 40/243*

The Committee will be kept informed of any changes in this regard.

(vi) *Improved utilization of conference facilities at the United Nations Office at Nairobi*

The Secretariat will submit the written reports requested by the General Assembly.

(vii) *Improved coordination of conference services*

The Secretariat will report orally on its efforts to ensure effective coordination between the four United Nations conference-servicing centres and provide copies of its report to members. As part of this coordination effort, a video conference between the centres will be organized on the second day of the substantive session.

(c) *Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243*

In accordance with established procedure, chairmen of subsidiary organs of the General Assembly that wish to meet at Headquarters during the main part of the fifty-fourth session of the Assembly should submit their requests to the Chairman of the Committee on Conferences. Requests so received will be submitted to the Committee in a conference room paper, which will be issued as close as possible to the opening of the session so as to ensure the inclusion of the fullest information possible.

(d) *Consideration of the draft biennial calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 2000–2001*

The Committee will consider the draft biennial calendar of the Economic and Social Council for 2000–2001 at a meeting of the Committee in June 1999, when it is expected to be available.

3. *Control and limitation of documentation*:

(a) *Review of the late issuance of documentation*

The Secretariat will submit a conference room paper on the matter.

(b) *Provision of written meeting records to subsidiary organs of the General Assembly*

The Secretariat will report orally on the implementation of these provisions, and copies of the report will be made available to members.

(c) *Translation-related matters*

The Secretariat will report orally on paragraphs 20, 22, 23, 25 and 28 of General Assembly resolution 53/208 B and provide copies of its report to members. A written report will be submitted to the General Assembly at its fifty-fourth session in accordance with paragraph 26 of the same resolution.

(d) *Continuous development, maintenance and enrichment of United Nations Web sites*

The report of the Secretary-General (A/AC.198/1999/6) has been issued and will be before the Committee.

4. *Review of the proposed programme budget for the biennium 2000–2001, Department of General Assembly Affairs and Conference Services*

The Committee will consider the relevant programme narrative of the proposed programme budget for the biennium 2000-2001, Department of General Assembly Affairs and Conference Services. The Committee will also consider the report of the Secretary-General on the impact of economy measures on the delivery of mandated conference services (A/53/833), which was submitted to the General Assembly at its resumed fifty-third session in accordance with paragraph 34 of resolution 53/208 B of 18 December 1998.

Analysis of problems related to career development in language services and review of vacancy rates in language services at some duty stations

An addendum to the report of the Secretary-General on career development in language services (A/53/919) will be submitted to the Assembly at its fifty-fourth session, through the Committee on Conferences.

5. *Other business*

Participation of observers

The Committee will consider this matter further when it meets to consider the draft calendar of the Economic and Social Council for 2000–2001.

6. *Adoption of the report*